

**INGHAM COUNTY
JOB DESCRIPTION**

JUVENILE JUSTICE/COMMUNITY OUTREACH COORDINATOR

General Summary:

Under the supervision of the Administrator of the Office of the Prosecuting Attorney, insures compilation and transmission of information from the Prosecutor's Office to the School Districts in compliance with legislative mandates. Reviews files, obtains data and prepares juvenile criminal activity reports for schools. Conducts community outreach and public information programs for the Prosecutor's Office. Works with the schools regarding truancy cases and follows up as necessary.

Essential Functions:

1. Reviews Family Court files to determine the correct school district for each juvenile in cases where a criminal petition has been filed.
2. Prepares reports to school districts outlining the juvenile's name, charge, and the status of the charge.
3. Monitors the status of school truancy by calling educational personnel and maintaining records of attendance patterns. Generates letters for the Prosecutor to parents of truant students explaining the consequences.
4. Identifies and applies for applicable grants to assist efforts in domestic violence and juvenile crime. Monitors and administers grants received.
5. Creates and maintains the web page for the Prosecutor's Office.
6. Notifies physicians and other medical personnel of upcoming Family Court hearing dates.
7. Operates video equipment for investigative subpoenas and witnesses' testimony, and helps present tapes in court.
8. Corresponds with officials of community organizations, schools, public bodies and citizens concerning Prosecutor Office matters.
9. Prepares written materials for public education. Assists in creating forms and documents and may draft brochures, press releases, and other documents.
10. Enters warrant request denials to the computer system.
11. Assists the Prosecutor in presentations and other office requirements as necessary, including coverage of the reception desk and related functions.

Other Functions

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Possession of a Bachelor's Degree in English, Communications, Political Science or a related field.

Experience: One year experience in working with public organizations, elected officials and members of the general public including communications.

Other Requirements: Experience in creating and updating Web page operations

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from a computer.
- Ability to make public presentations.
- Ability to operate video equipment.

Working Conditions:

Works in an office setting.